**JOB DESCRIPTION**

**Role:** Programme Executive, YouthImpact (IRE)

**Reports to:** Programme Manager, YouthImpact (YIP), National Youth Council of Ireland

**Accountable to:** Head of Youth Delivery (NI)

**Location:** Co-operation Ireland Office,Monaghan Peace Campus

**Salary Scale:** Point 2 - €43,000 - €49,000 (per annum)

**Contract Period:** Fixed Term Contract until 30 September 2027

**Hours:** 35 hours per week(Co-operation Ireland is committed to providing a positive working environment, supporting employees to achieve an appropriate work life balance and operates an attractive flexible working policy).

**Background**

YouthImPact (YIP) is a cross community and cross border programme, acting as a Quality & Impact Body (QIB) for the EU PEACEPLUS Youth Programme. YIP is a cross border partnership of four regional organisations: Co-operation Ireland (CI) (Lead Partner); Ulster University (UU); National Youth Council Ireland (NYCI); and Pobal.

The objective of this partnership is to provide a quality assurance and impact support role for the work and workers in the PEACEPLUS Youth Programme, who will be delivering peace-building programmes for young people aged 14-24 across Northern Ireland and the border counties of Ireland.

YIP will offer training to youth workers and practitioners to improve their peace-building and capacity to work with young people, with a focus on key themes which feature across all projects: good relations and peacebuilding; citizenship and building social activism; personal development; employability skills development; positive progression; what is youth work?

The project will provide this role through a range of activities including learning and best practice events, Young Voices events, guidance and resources. This will allow them to ensure the highest quality of the delivery projects and to maximise the impact of their projects. YIP will build a network for progression services and statutory career services.

YIP uses the principles of co-design, participatory processes and strengths-based approaches to build a strong community of practice.

**Job Purpose Summary**

The Co-operation Ireland Programme Executive will be an integral part of the team who will deliver on supporting the organisations, youth workers and practitioners who have been successful in securing PEACEPLUS youth programmes within measure 3.2 - <https://www.seupb.eu/latest/news/christmas-celebrations-youth-services-seupb-announce-eu45m-funding>.

While the Programme Executive will be employed and line managed by Co-operation Ireland, they will report to the Programme Manager who will sit within the National Youth Council of Ireland.

Led by the Programme Manager, the Co-operation Ireland Programme Executivr will work together with counterparts in the partner organisations to deliver and on the activities and deliverables as outlined in a set workplan. Although each will lead on specific areas and bring specialisms, all members of the team will be involved with the design, planning, delivery, evaluation and reporting of all deliverables.

The role will involve supporting delivery agents in their tasks, monitoring their performance, managing events, and providing general coordination and communication. This includes mentoring, troubleshooting, data collection and analysis, organising workshops and training, and maintaining communication with stakeholders.

**Main Duties and Responsibilities**

**Practitioner Support:**

* Serve as the main contact for a specific group of delivery agents, offering ongoing remote, in person and on-site support.
* Mentor delivery agents in fulfilling their contracts with SEUPB (the body responsible for managing the PEACEPLUS funding), addressing challenges and troubleshooting issues.
* Ensure clear communication of relevant information to delivery agents.
* Tailor support from YIP to meet specific needs of delivery agents and their partners.
* Provide guidelines, tools, and materials, ensuring consistency and facilitating data monitoring.
* Offer on-site mentoring and coaching to address development areas and emerging issues.

**Monitoring and Measurement:**

* Assist in establishing and maintaining information management systems for delivery agents.
* Support and monitor performance of delivery agents and partner organisations.
* Collect, collate, and analyse monitoring data.
* Research themes and best practices in peace-building with young people.
* Analyse and report on emerging themes and findings.

**Compliance and Risk Management**

* Ensure compliance with regulations as instructed by the programme manager.
* Participate in the identification, mitigation and monitoring of financial, operational and safeguarding risks.

**Event Management:**

* Organise and deliver workshops, seminars, and events as per the YIP workplan.
* Conduct training seminars on agreed thematic areas for delivery agent staff.

**General:**

* Coordinate with team members to ensure consistent support across delivery agents.
* Provide feedback to Programme Manager, identifying training needs, risks, and suggesting solutions for issues.
* Facilitate networking and exchange of good practices.
* Handle communications from delivery agents promptly and professionally.
* Draft responses to information requests from internal and external stakeholders.
* Follow up on recommendations and decisions from meetings

This is the description of the job as it is presently constituted. It is the practice of the organisation to periodically examine staff job descriptions and to update them to ensure that they continue to relate to the job. It is the aim of the organisation to reach agreement to reasonable changes following discussion with the post holder.

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**PERSON SPECIFICATION**

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| **Educational and Professional Qualifications** | *Essential* | * Professional youth work qualification or other qualification relevant to the role description.
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| *Desirable* | * 3rd level qualification.
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| **Previous Experience/****Training** | *Essential* | * Strong understanding and practical experience in youth work and youth participation.
* Experience in working with young people, including those not in employment, education, or training (NEETS).
* Understanding and experience in social inclusion and equality.
* Experience in reconciliation, promoting good relations, and cross-border peace-building.
* Knowledge and experience with monitoring and evaluation systems and processes.
* Experience in writing for and communicating with diverse audiences.
* Proficiency in Microsoft Office packages (Word, Excel, Outlook)
* Possession of a valid driver's license and access to a car for business purposes.
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| *Desirable* | * Proficiency in designing research methodologies and utilising data collection tools.
* Familiarity with a range of other project, data and people management software – e.g. Sharepoint, JEMS, Miro, Trello etc.
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| **Other** | *Essential* | * Willing and able to travel extensively within NI, IRE and occasionally further as required.
* Willing and able to work extended hours when required (within Co-operation Ireland’s Flexible Working Policy).
* Possession of a valid driver’s licence and access to a car for business purposes.
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